3RD PARTY ACCOUNTS REPORT PRINT

This report displays all active bills containing third-party billing information that have been referred to the District Counsel or Department of Justice. Use this option to track delinquent third-party bills.

ADMIN/INTEREST RATES PRINT

This option displays a historical report showing interest rates and administrative charges and the dates they became effective.

```
Accounts Receivable Interest/Admin/Penalty Rate Report
                                      OCT 24,1994  22:23    PAGE 1
RATE            ANNUAL   MONTHLY    ANNUAL
EFFECTIVE      INTEREST    ADMIN   PENALTY
DATE               RATE   CHARGE      RATE
--------------------------------------------------------------------
                  SITE: ALTOONA VAMC
JAN  1,1991     0.080      0.91
JUL  1,1991     0.085      0.91
JAN  1,1994     0.010      1.33      0.0800
JAN  1,1994     0.095      1.00      0.0500
```

DC/DOJ DEBT COLLECTION REPORT

This option displays a report of District Counsel and Department of Justice Debt Collection information that must be manually transferred to the reporting forms. They are broken down by appropriation and transaction type and show outstanding balances for principal, interest, administrative costs, marshal fees, and court costs.

> DC/DOJ Debt
> Collection Menu
>
> DC Debt Collection Report
> DOJ Debt Collection Report

NOTE: For data to appear in the DC/DOJ Debt Collection Report, you must have recorded the referral via the Refer To DC/DOJ option.

DC DEBT COLLECTION REPORT

This option displays a report of District Counsel information that must be manually transferred to the reporting forms. They are broken down by appropriation and transaction type and show outstanding balances for principal, interest, administrative costs, marshal fees, and court costs.

NOTE: For data to appear in the DC Debt Collection Report, you must have recorded the referral via the Refer To DC/DOJ option.

DOJ DEBT COLLECTION REPORT

This option displays a report of Department of Justice Debt Collection information that must be manually transferred to the reporting forms. They are broken down by appropriation and transaction type and show outstanding balances for principal, interest, administrative costs, marshal fees, and court costs.

NOTE: For data to appear in the DOJ Debt Collection Report, you must have recorded the referral via the Refer To DC/DOJ option.

CO-PAY WAIVER REPORT

This option allows the user to enter data for lines 9-20 of the co-pay waiver report. After the user accepts this data entry, a background job is queued to compile data for lines 1-8. After compilation of the data, the report is sent to G.PCWMCCR at FORUM (in string format). The report also is delivered to the senders "IN" box in a printed format.

CONTINGENT 3RD PARTY AR REPORT

This option searches the records for any active tort feasor, or other Third Party bill that has been referred to the District Counsel or Department of Justice.

This is a search of the Accounts Receivable files, not the source files that were used to establish the debt record. Patient bills will only have the information that is passed to AR by the IB portion of the MAS package.

NOTE: The bills must have been recorded as referrals to the DC/DOJ for collection or follow-up action.

IRS OFFSET REPORT

This report is run monthly and provides a snapshot of the current status of receivables referred to IRS for offset. It shows the number of IRS offset letters that were printed since the last IRS offset report and the total amount of debt corresponding to those letters, as well as the number and value of debts actually referred to the IRS, and the amount of collections on debts that have received IRS offset letters. A mail message is also sent to the user.

```
Subj: IRS OFFSET Report  [#6123] 24 Oct 93 23:22  17 Lines
From: AR Package  in 'IN' basket.   Page 1  **NEW**
----------------------------------------------------------------------

A. Letters of Intent (LOI) issued (No.of bills/Value):   1 / 100.00

B. Referred to IRS:
                    No.       Value

  (1)       Total:   0         0.00
  (2)   Principal:   0         0.00
  (3)    Interest:   0         0.00
  (4) Admin. Costs:  0         0.00

C. Collections:
                              No.      Value

  (1)         LOI - Paid in Full:   0       0.00
  (2) LOI - Partial/Repay Agree:    1      13.01
  (3) IRS OFFSET - Paid in Full:    0       0.00
  (4)      IRS OFFSET - Partial:    0       0.00
```

MEDICATION CO-PAY EXEMPTION REPORT

This option displays a report of all reimbursed debtors who were exempt from the medication co-payment. The report displays the reimbursed patient, the bill number that contained an exempt co-payment, the exempt amount, and other pertinent information necessary to understand which co-payment was exempt. Use this option to understand the amount of co-payment exemptions for a given range.

```
Pg. 1                                                                                   MAR 26,2018
************************************** MEDICATION CO-PAY EXEMPTION REPORT **************************************
                             MAR 1,2017-MAR 10,2017
                    BILL      TRAN.  EXP                     FILL/     EFFECTIVE
PATIENT             ID  NUMBER NUMBER TYP RX   DRUG NAME      REFL DT    DATE         AMOUNT
-----------------------------------------------------------------------------------------------------
HHDIXUY,ILAH U      H6135 558-K70A8RA 30676054D  6476729B HydrOXYzine HCL 1 01/15/17 03/01/17    16.00


                                               6966139A  DIAZEPAM 5 MG TAB   01/15/17 03/01/17
HHDIXUY,ILAH U      H6135 558-K70A9F6 30676055D 9751882   MORPHINE SULFATE   01/19/17 03/01/17    40.00
                                               9751883   OxyCODONE 5MG TAB  01/19/17 03/01/17
                                               6814568A  NADOLOL 20MG TAB   01/26/17 03/01/17
HHDIXUY,ILAH U      H6135 558-K70AY40 30676056D 6966139A  DIAZEPAM 5 MG TAB   02/08/17 03/01/17     8.00
HHDIXUY,ILAH U      H6135 558-K70B466 30676057D 9756881   MORPHINE SULFATE   02/16/17 03/01/17    16.00
                                               9756882   OxyCODONE 5MG TAB  02/16/17 03/01/17
                                                                                        ------------
                                                                                           80.00

PDYBHSS,EXPLUI UDJELUI  P3902 558-K508INV 30789518E                           03/08/17     3.81
PDYBHSS,EXPLUI UDJELUI  P3902 558-K508INV 30789519D                           03/08/17     1.89
PDYBHSS,EXPLUI UDJELUI  P3902 558-K70AY5M 30789520D  7213244  MILK OF MAGNESIA 02/10/17 03/08/17   8.00
                                                                                        ------------
```

PAYMENTS WITH WRITE-OFFS REPORT

This option displays a list of patients who have bills in the Write-Off status, but who have resumed payment activity since those bills were written off.

Use this report to determine if bills in the Write-Off status should be made Active for collection purposes. Written-off bills are still collectible and follow-up action should be activated for these bills if the patient is making payments.

```
Payments Received for Patient Accounts with Written-off Bills    Page: 1
From 07/16/93 thru 10/24/93                               Date: 10/24/93
------------------------------------------------------------------------

ARpatient,one     (000-11-1111)
    Bill # 000-AA0003   Amt:  500.00        TERM.BY FIS.OFFICER
      Trans #: 930   Date: 07/21/93    Amt:    6.00   PAYMENT (IN PART)
ARpatient,two     (000-22-2222)
    Bill # 000-AA0008   Amt:   87.99        TERM.BY FIS.OFFICER
      Trans #: 1203  Date: 10/22/93    Amt:   10.00   PAYMENT (IN PART)
      Trans #: 1204  Date: 10/22/93    Amt:   10.00   PAYMENT (IN PART)
ARpatient,three    (000-33-3333)
    Bill # 000-K00000   Amt:    2.00        TERM.BY FIS.OFFICER
    Bill # 000-AA0000   Amt:  -17.00        WAIVED IN FULL
      Trans #: 1209  Date: 10/22/93    Amt:   25.00   PAYMENT (IN PART)
```

REVENUE CODE TOTALS BY RATE TYPE

This option prints the total amount billed by Revenue Code for a selected rate type and date range. The purpose of this report is to allow sites to calculate the total amount billed for $5 (revenue code 550) and $10 (revenue code 100) Means Test Per Diems.

TRANSACTION HISTORY

This option will create a report that will list all transactions sorted by type of transaction, category of bill and date for the specified type of transaction, category of bill and date range. This report may take a long time to compile—queue at a time when the printer is not busy.

RECONCILIATION REPORTS

This menu contains report options used to reconcile service/section records with Accounts Receivable files. They are usually run on a monthly basis, but since they require the selection of a date range, they cannot be set to run on a recurring basis. They can, however, be manually queued to run at a specified time.

DATE SORTED PAYMENT REPORT

This option prints the Agent Cashier reconciliation report for a given period of time.

Use this report for a summary of payments sorted by bill number and category. The report also contains the payment receipt number, payment amount, and amount of payment that was applied towards interest and administration charges.

```
Date Sorted Payment Report (Summary)          OCT 24,1994  23:35     PAGE 1
              PAYMENT
                AMOUNT     PRINCIPAL     INTEREST     ADMIN.
-------------------------------------------------------------------------
         CATEGORY: C (MEANS TEST)
SUBTOTAL      135.50        118.50         5.50       11.50
SUBCOUNT          14            14           14          14
SUBMEAN         9.68          8.46         0.39        0.82
         CATEGORY: CURRENT EMP.
SUBTOTAL      723.75        696.50         3.50       22.50
SUBCOUNT           4             4            4           4
SUBMEAN       180.94        174.13         0.88        5.63
         CATEGORY: EMERGENCY/HUMANITARIAN
SUBTOTAL      122.00        122.00         0.00        0.00
SUBCOUNT           5             5            5           5
SUBMEAN        24.40         24.40
```

MAS RECONCILIATION REPORT

This menu contains report options necessary for verifying which MAS bills have been properly transferred to the Accounts Receivable system.

> **MAS Reconciliation Reports Menu**
>
> Third Party Completed
> Other Completed
> Incomplete

THIRD PARTY COMPLETED

This option prints the MAS reconciliation report for third party accounts within a given period of time. The bill number, date bill prepared, and original amount will be shown.

```
MAS RECONCILIATION REPORT                OCT 24,1994  23:37      PAGE 1
                                        DATE BILL      ORIGINAL
BILL NO.      DEBTOR           CAT.  PREPARED            AMOUNT    STATUS
  APPROVING OFFICIAL (SERVICE)
-----------------------------------------------------------------------
000-K00000    ARpatient,one    F1    08/02/93            20.00      A
  ONE,TEST
000-C00000    ARpatient,three  RI    08/17/93          1000.00      CC
  TWO,TEST
                                                      ----------
TOTAL                                                  1020.00
COUNT                                                        2
MEAN                                                    373.33
```

OTHER COMPLETED

This option prints the bills accepted by Fiscal for the designated period. This prints only MAS bills.

```
MAS OTHER COMPLETED BILLS                OCT 24,1994  23:40      PAGE 1
                                        DATE BILL      ORIGINAL
BILL NO.      DEBTOR           CAT.  PREPARED            AMOUNT    STATUS
  APPROVING OFFICIAL (SERVICE)
-----------------------------------------------------------------------

000-C00000    ARpatient,two     H    08/30/93           100.00      A
  ONE,TEST
000-C00000    ARpatient,three   C    09/29/93             0.00      A
  FIVE,TEST
000-MAS000    ARpatient,four    CE    10/15/93            80.00      PC
  ONE,TEST
                                                      ----------
TOTAL                                                   180.00
COUNT                                                        3
MEAN                                                     60.00
```

INCOMPLETE

This option prints the bills with Bill Incomplete status generated by a service.

```
INCOMPLETE BILLS                          OCT 24,1994  23:42    PAGE 1
                                          DATE BILL      ORIGINAL
BILL NO.      DEBTOR                 CAT.  PREPARED        AMOUNT    STATUS
  APPROVING OFFICIAL (SERVICE)
-------------------------------------------------------------------------

000-C20011                          CE    07/21/93                    BI

000-C20008   ARpatient,one         V     07/21/93                    BI

000-C20010   ARpatient,two         F2    07/21/93                    BI

000-C20009   ARpatient,three       M     07/21/93                    BI

000-C20007   ARpatient,four        V     07/21/93                    BI

000-MAS004                                                            BI

                                                    ----------
TOTAL                                                     0.00
COUNT                                                        0
```

DC REFERRED REPORT PRINT

This report lists the Accounts Receivable for all accounts that have been referred to the District Counsel and have been correctly entered into the system.

NOTE: If a bill covers two (or more) appropriations, both are shown, but only a single amount is displayed for the referral date.

```
ACCOUNTS RECEIVABLE REFERRED TO DC        OCT 24,1994  23:49    PAGE 1
                                          REFERRAL          REFERRAL
BILL NO.      DEBTOR                       DATE               AMOUNT

  APPROPRIATION
  SYMBOL
-------------------------------------------------------------------------

000-AA0000   ARpatient,one                OCT 14,1994       265.00

000-K00000   ARpatient,two                OCT 23,1994      1000.00
  36X0110
000-K00000   ARpatient,three              OCT 23,1994      1000.00
  36X5014
000-A00000   ARpatient,four               OCT 23,1994       500.00
  36X5014

ACCOUNTS RECEIVABLE REFERRED TO DC        OCT 24,1994  23:49    PAGE 2
                                          REFERRAL          REFERRAL
BILL NO.      DEBTOR                       DATE               AMOUNT
```

```
  APPROPRIATION
  SYMBOL
--------------------------------------------------------------------
TOTAL                                                       2765.00
COUNT                                                             4
MEAN                                                         691.25
```

DOJ REFERRED REPORT PRINT

This report lists the bills for all accounts that have been referred to the Department of Justice. Similar to the DC Referred Report Print, this one reports the amount referred and appropriation for each bill.

COWC REFERRED REPORT PRINT

This report lists the Accounts Receivable for all accounts that have been referred to the Department of Veterans Benefits Committee on Waivers and Compromise and are properly recorded in the AR files.

```
ACCOUNTS RECEIVABLE REFERRED TO COWC          OCT 24,1994  23:55    PAGE 1
                                              REFERRAL            REFERRED
                                              DATE TO             AMOUNT TO
DEBTOR                        BILL NO.         COWC                COWC
--------------------------------------------------------------------
ARpatient,one                 000-AA0000       OCT 14,1994            20.00
ARpatient,two                 000-K00000       OCT 15,1994            40.00
ARpatient,three               000-AA0000       OCT 23,1994            90.00
                                                                 ----------
TOTAL                                                               150.00
COUNT                                                                    3
MEAN                                                                 50.00
```

ARDC DETAIL REPORT

The Mailman message/bulletin, "ARDC Detail Report for MON/YYYY" will be discontinued and replaced. The report shall include current status bills (New Bill, Active, Returned for Amendment, Amended Bill, Open, and Suspended bills) only. The report no longer includes any bills previously closed out. The report shall include a column for the Fund number associated with each line item on the report. The report shall include a column for the RSC (Revenue Source Code) associated with each line item on the report. This report can be run to screen, printer, or in Excel format.

```
ARDC Detail Report, please select the status desired below:

          AC - ACTIVE(16)
          N  - NEW BILL(18)
          R  - RETURNED FOR AMENDMENT(32)
          AM - AMENDED BILL(33)
          S  - SUSPENDED(40)
          O  - OPEN(42)
          ALL of the above (Default, press enter)

Select Status: ALL//

    This report was originally generated from the monthly background
    process and generated a MailMan message.  It can now only be run
    manually through this option. The new data does not contain bills
    that have been previously closed out. Note that when running the
    new report, only specific AR current status are available.
    There will be a note that displays the oldest bill in VistA
    associated with these statuses for users to know which date
    MUST be entered into the "FROM:" prompt for monthly
    reconciliation reporting.
    Different dates can be entered for other types of audits.

    Please run after hours when possible.

        << Checking available dates.  Please wait >>

The earliest date on file for selected status is:  Jan 01, 1994

Date Range: FROM: 11/1/18   (NOV 01, 2018)
              TO:   T//1/22/19  (JAN 22, 2019)

CAPTURE Report data to an Excel Document?? NO//

This report requires 132 characters
```

```
DEVICE:   HOME  (CRT)     Right Margin: 80//
```

```
ARDC Detailed Report               Run Date: 01/22/19@09:38:04          Page:1

--------------------------------------------------------------------------------
Bill#       Create   AR Category      Bill   FMS Fund   RSC Principal  Current

            Date                      Status   Type       Amount     Balance

--------------------------------------------------------------------------------
------------------------------------

000-K404STB 11/20/18 CCN TORT FEASOR      ACTIVE 2A    528713 8CN9 136.91 136.91

000-K4051WT 11/26/18 EMERGENCY/HUMANITARI ACTIVE SV21  528704 8VZZ 777.00 777.00

000-K40563J 11/26/18 EMERGENCY/HUMANITARI ACTIVE SV21  528703 89ZZ 999.00 999.00

000-K505MS6 11/24/18 TRICARE THIRD PARTY  ACTIVE BD    0160R1     555.00 555.00
```

```
000-K9006QB 11/02/18 CC RX CO-PAYMENT     ACTIVE SV21 528714 8CC3  16.00  16.00

000-K9009GK 11/05/18 C (MEANS TEST)       ACTIVE SV21 528703 88ZZ  50.00  50.00

000-K900G4S 11/05/18 CC OPT               ACTIVE SV21 528714 8CC2  32.00  32.00

000-K900I97 11/05/18 CC RX CO-PAYMENT     ACTIVE SV21 528714 8CC3  16.00  16.00

000-K900TZB 11/06/18 CHOICE RX CO-PAYMENT ACTIVE SV21 528714 8CC7  16.00  16.00

000-K9012RA 11/06/18 TRICARE PATIENT      ACTIVE BD   0160R1       11.00  11.00

000-K9019RK 11/06/18 TRICARE PATIENT      ACTIVE BD   0160R1       12.00  12.00

000-K901C77 11/06/18 CCN RX CO-PAYMENT    ACTIVE SV21 528714 8CN3   8.00   8.00

000-K901F8H 11/06/18 CC MTF RX CO-PAYMENT ACTIVE SV21 528714 8CD3   8.00   8.00

000-K901H0V 11/06/18 CC RESPITE CARE      ACTIVE SV21 528714 8CC4  15.00 15.00

000-K901HM0 11/06/18 C (MEANS TEST)       ACTIVE SV21 528703 88ZZ  50.00 50.00

000-K901LK7 11/08/18 CC THIRD PARTY       ACTIVE 2F   528713 8C2C  84.09 84.09

000-K901LTJ 11/08/18 CC MTF INPT          ACTIVE SV21 528714 8CD1  17.00 17.00
```

ARDC MONTHLY RECONCILIATION REPORT

This report will provide a capture of the data that was sent to FMS and OIG on the monthly roll up but in detail of the bills included and their associated data at the time the roll up was done. The report will generate automatically at the end of the accounting month and is stored for three months.

```
Select AR DEBT COLLECTOR DATA REPORT MONTH/YEAR: Dec/2018   DEC 2018

CAPTURE Report data to an Excel Document?? NO//

This report requires 132 characters

DEVICE:   HOME  (CRT)   Right Margin: 80// 132
            ARDC Detailed Report              Run Date: 01/22/19@15:56:17
Page:1
--------------------------------------------------------------------------------
------------------------------------------
Bill#          Create      AR Category          Bill            FMS    Fund
RSC      Principal    Current
               Date                             Status                  Type
Amount     Balance
--------------------------------------------------------------------------------
------------------------------------------
000-K105707  10/30/00    C (MEANS TEST)         ACTIVE          SV21 528703
88ZZ       160.00       771.77
000-K105708  10/30/00    C (MEANS TEST)         ACTIVE          SV21 528703
88ZZ       776.00       1350.62
000-K151167  05/16/01    WORKMAN'S COMP.        ACTIVE          SV21 528704
87ZZ        48.03        48.03
000-K151169  05/16/01    WORKMAN'S COMP.        ACTIVE          SV21 528704
87ZZ        40.82        40.82
000-K151171  05/16/01    WORKMAN'S COMP.        ACTIVE          SV21 528704
87ZZ        34.70        34.70
000-K151175  05/16/01    WORKMAN'S COMP.        ACTIVE          SV21 528704
87ZZ        40.82        40.82
000-K151180  05/16/01    WORKMAN'S COMP.        ACTIVE          SV21 528704
87ZZ        34.70        34.70
000-K151182  05/16/01    WORKMAN'S COMP.        ACTIVE          SV21 528704
87ZZ        34.70        34.70
000-K151194  05/16/01    WORKMAN'S COMP.        ACTIVE          SV21 528704
87ZZ        72.28        72.28
000-K151195  05/16/01    WORKMAN'S COMP.        ACTIVE          SV21 528704
87ZZ        56.51        56.51
000-K151207  05/16/01    WORKMAN'S COMP.        ACTIVE          SV21 528704
87ZZ        40.82        40.82
000-K151208  05/16/01    WORKMAN'S COMP.        ACTIVE          SV21 528704
87ZZ       136.70       136.70
000-K151209  05/16/01    WORKMAN'S COMP.        ACTIVE          SV21 528704
87ZZ        26.47        26.47
000-K151211  05/16/01    WORKMAN'S COMP.        ACTIVE          SV21 528704
87ZZ        56.51        56.51
000-K218E46  05/21/02    TORT FEASOR            ACTIVE          SV2A 528704
86ZZ        36.00        36.00
000-K218E47  05/21/02    TORT FEASOR            ACTIVE          SV2A 528704
86ZZ        36.00        36.00
000-K218E48  05/21/02    TORT FEASOR            ACTIVE          SV2A 528704
86ZZ       254.00       254.00
000-K505YSW  08/04/15    TRICARE                ACTIVE               0160A1
8029       582.35       582.35
000-K505YT1  08/04/15    TRICARE                ACTIVE               0160A1
8029       412.00       412.00
```

```
000-K505YTD   08/04/15    TRICARE                  ACTIVE              0160A1
8029        412.00       412.00
000-K505YTF   08/04/15    TRICARE                  ACTIVE              0160A1
8029        824.00       824.00
000-K505YTI   08/04/15    TRICARE                  ACTIVE              0160A1
8029        824.00       824.00
000-K505YTR   08/04/15    TRICARE                  ACTIVE              0160A1
8029       1422.74      1422.74
000-K505YTT   08/04/15    TRICARE                  ACTIVE              0160A1
8029        533.58       533.58
000-K505YTV   08/04/15    TRICARE                  ACTIVE              0160A1
8029        412.00       412.00
000-K505YTX   08/04/15    TRICARE                  ACTIVE              0160A1
8029        412.00       412.00
000-K505YU1   08/04/15    TRICARE                  ACTIVE              0160A1
8029        412.00       412.00
000-K505YUB   08/04/15    TRICARE                  ACTIVE              0160A1
8029        412.00       412.00
000-K50608Y   08/07/15    TRICARE                  ACTIVE              0160A1
8030        313.64       313.64
000-K50609C   08/07/15    TRICARE                  ACTIVE              0160A1
8030         83.87        83.87
000-K5060PY   11/26/18    INELIGIBLE HOSP.         ACTIVE              0160R1
236.00        236.00
000-K900G4S   11/26/18    TRICARE THIRD PARTY      ACTIVE              0160R1
8029        555.00       555.00
000-K902WN3   11/26/18    TRICARE                  ACTIVE              0160R1
8029       1500.00      1500.00
000-K902WN7   11/26/18    TRICARE THIRD PARTY      ACTIVE              0160R1
8028       3500.00      3500.00
000-K902WN8   11/26/18    CHAMPVA                  ACTIVE              0160R1
341.10        341.10
000-K902WNX   12/14/18    TRICARE DENTAL           ACTIVE              0160R1
8096        341.10       341.10
000-K902WPD   12/14/18    TRICARE BLIND REHABI     ACTIVE              0160R1
8093        341.10       341.10
000-K902WPF   12/14/18    TRICARE SCI              ACTIVE              0160R1
8087        279.54       279.54
000-K902WPH   12/14/18    TRICARE TBI              ACTIVE              0160R1
8090        256.45       256.45
000-K902WPJ   12/14/18    TRICARE DES              ACTIVE              0160R1
8085        276.41       276.41
000-K902WPN   12/14/18    TRICARE PHARMACY         ACTIVE              0160R1
8095         51.00        51.00
000-K902WPY   01/09/19    CC THIRD PARTY           ACTIVE              528713
8C2C        348.60       348.60
000-K902WQ0   01/09/19    CC THIRD PARTY           ACTIVE              528713
8C2C        400.00       400.00
000-K902WPQ   12/28/18    CC INPT                  ACTIVE              528714
8CC1        264.00       264.00
000-K902WPR   01/01/19    CC INPT                  ACTIVE              528714
8CC1         10.00        10.00
000-K902WPS   01/01/19    NURSING HOME CARE-LT     ACTIVE              528709
8MZZ        573.00       573.00
000-K902WPT   01/03/19    C (MEANS TEST)           ACTIVE              528703
88ZZ         15.00        15.00
000-K902WPU   01/04/19    C (MEANS TEST)           ACTIVE              528703
88ZZ         15.00        15.00
000-K902WQ2   01/09/19    CC OPT                   ACTIVE              528714
8CC2         15.00        15.00
000-K902WQ3   01/10/19    CC OPT                   ACTIVE              528714
8CC2         10.00        10.00
```

PAYMENTS POSTED FROM PREPAYMENT

This option lists, by date selected, the AR transactions that are decreased from prepayment bills, and their corresponding Accounts Receivable transactions that are either payments in full or payments in part. Two types of error messages will display based on the following conditions:

- If the corresponding transaction is not found

- If the decrease transaction and the payment transaction do not balance

```
Background Payment Posting from Prepayment Receivables Page 1  24-OCT-94
         Reporting period: SEP 4,1994 thru OCT 24,1994
=====================================================================
Tran.     Tran.  Tran.           Tran. Corresponding Patient      Bill
Date      No.    Type            Amount Tran. No.   Name          No.

09/17/94 1127    DECREASE        $10.00   1126    ARpatient,one   000-K00000
09/17/94 1126    PAYMNT (FULL)   $10.00   1127    ARpatient,two   000-K00000
09/17/94 1130    DECREASE        $76.45   1129    ARpatient,six   000-K00000
09/17/94 1129    PAYMNT (PART)   $76.45   1130    ARpatient,one   000-K00000

* - Include the payment amount on a 928.23
```

FOLLOW-UP LETTER MENU

The Accounts Receivable Version 4.5 package has been designed to automatically produce demand letters for accounts at 30, 60, and 90 day intervals, provided there is an outstanding balance. An exception to this is an account where the debtor is an insurance company. In such a case, the industry standard waiting

Follow-Up Letter Menu
Hold Printing a Follow-up Letter
Remove Hold on Follow-up Letter
Print Statements/Letters by Date
IRS Offset Letter (Print/Reprint)
List of Accounts Receivable with Holds
Reprint Patient Statements
Reprint the Follow-up Letters
Reprint UB Letters

periods of 45 and 75 days will prevail. The system contains 28 different letters. Which letter is printed for a particular account depends on the category of the bill and the length of time that has elapsed since the Interest Computation Date (ICD) of the previous letter. Here is a listing that shows the abbreviated and full names of each letter.

Name	Description	Follow-up
CREDIT	Notice of Credit Balance	
FL 4-480	Ineligible Hospital	1FU
FL 4-481	Humanitarian	1FU
FL 4-482	Ineligible Hospital/Humanitarian	2FU
FL 4-483	All Debts $25.00-$599.99 (except Pharmacy/Means Test)	3FU
FL 4-483a	Current Employee/Ex-employee/Vendor	2FU

FL 4-484	Ineligible Hospital/Humanitarian $600.00-$1199.00	3FU
FL 4-485	Emp/Ex-emp/Vendor >$599.99, Inel/Hum. >$1199.00	3FU
FL 4-513	Pharmacy and Means Test	1/2/3 FU
FL 4-520a	Current Employee	1FU
FL 4-520b	Ex-Employee	1FU
FL 4-520c	Current Employee - Prior 12/28/85	1FU
FL 4-520d	Ex-employee - Prior 12/28/85	1FU
FL 4-521	Vendor	1FU
FL 4-534	Ex-employee/Post Retirement	1FU
IRS OFFSET	IRS Offset Notice	

This manual uses the term Follow-up Letter to refer to any of these printouts, even though some of them are not complete letters by themselves. REM.SLIP, for instance, is the block of text that prints the remittance slip at the bottom of all the letters. Just keep in mind that a Follow-up letter is a document that the system prints automatically. Letters print any time from the 1st to the 28th of every month. They **do not** print between the 29th and 31st of any month.

HOLD PRINTING A FOLLOW-UP LETTER

This option prevents the printing of follow-up letters for a given debtor.

For example, if an employee owes the medical center $50.00 for meals, provided they have met with the Fiscal Officer and have made arrangements to repay the debt, a printed letter is not needed. See the Remove Hold On Follow-Up Letter option.

NOTE: This option does not hold the printing of bills or charges on the patient statement.

REMOVE HOLD ON FOLLOW-UP LETTER

If you need to reinstate follow-up letters for a bill, this option allows you to remove the hold. See the Hold Printing A Follow-Up Letter option.

```
Select Follow-up Letter Menu Option: REMOVE Hold on Follow-Up Letter
Select ACCOUNTS RECEIVABLE BILL NO.: K00000   000-K00000
REIMBURS.HEALTH INS.    01-20-94   ARpatient,one   COLLECTED/CLOSED   $0.00

ARE YOU SURE YOU WANT TO REMOVE HOLD ON FOLLOW-UP FOR THIS ACCOUNT?NO// Y

OK, THE HOLD HAS BEEN REMOVED !
```

PRINT STATEMENTS/LETTERS BY DATE

This option prints the patient statement or follow-up letters for a given patient and a given date.

This is the same option that is set to run automatically, usually at night to print the letters for you. If for some reason the automatic job does not run, or does not run to completion, this option will print the letters while you wait.

CAUTION! This is a time-consuming process. Your terminal will be tied up until this job finishes!

IRS OFFSET LETTER (PRINT/REPRINT)

This option prints IRS offset demand letters for accounts that are eligible for referral to IRS. This option is set to run automatically eliminating the need for you to manually print them; however, it can be run more than once a year, for example at the beginning of September and at the end of September.

NOTE: This option can only be run from September 1st through September 20th of each year.

LIST OF ACCOUNTS RECEIVABLE WITH HOLDS

This prints the list of follow-up letters that are currently prevented from printing. This list should be reviewed to determine if any debtors should receive follow-up letters. See the Remove Hold On Follow-Up Letter option.

```
LIST OF ACCOUNTS WITH HOLDS              OCT 25,1994  00:05    PAGE 1
                                      HOLD LETTER    HOLD LETTER
BILL NO.        DEBTOR                 DATE          REASON
-------------------------------------------------------------------

000-K00000      ARpatient,one         FEB 22,1994
000-K00000      ARpatient,two         JUN 15,1994    OTHERS
                Comments: THIS IS A HOLD
000-K00000      ARpatient,three       SEP  7,1994    PERSONAL LETTER
                Comments: TEST
```

REPRINT PATIENT STATEMENTS

This option reprints Patient Statements allowing you to simulate printing on a specified date. Enter a patient range in print order to have only the statements in that sequence reprint or do not select a range to reprint all statements for the selected date.

REPRINT THE FOLLOW-UP LETTERS

This option reprints Follow-up Letters allowing you to simulate printing on a specified date. This clears the letter dates and prints them again.

You may enter a range of bills to print (print order range) or have all the Follow-up Letters reprint for that date by not selecting a bill to start or end the sort.

REPRINT UB LETTERS

This option reprints UB Letters allowing you to simulate printing on a specified date.

You may enter a range of bills to print (print order range) or have all the UB Letters reprint for that date by not selecting a bill to start or end the sort.

ESTABLISH/EDIT OLD BILLS

This menu contains options necessary to establish or edit old bills. The process is called back-loading paper bills into the system, which are bills that have already been forwarded to the Accounting Technician.

```
Establish/Edit Old Bills
           Menu

Set Up Old Bills
Edit Incomplete Old Bills
```

SET UP OLD BILLS

This option establishes bills/accounts that have previously been tracked on paper. Use this option to simulate creation of Old Bills back before there was an AR software system; an example is a bill that has been levied on a current employee of the medical center for meals that were provided during the course of his duty. The bill is automatically given the status Old Bill. The status should be changed to one that reflects the bill's current position in the billing cycle. If you leave the status as Old Bill, the system will ignore the receivable for collection/tracking purposes.

Before entering old bill data, the accrued interest and administrative charges are calculated by hand from the date the last letter was sent. The entry at the "Last Int/Admin Charge Date" prompt should show the same date as the date of the last letter. Interest and administrative charges are calculated

approximately 30 days after the last action, when a new letter is sent.

Once you have verified the account information and entered your Electronic Signature Code, the bill will become active and the system will begin to generate the demand letters.

NOTE: Use this option to establish bills that must be loaded into the system manually.

EDIT INCOMPLETE OLD BILLS

This option displays old bills for editing or complete data entry for an old bill that has been left incomplete. After you add any optional comments, the system will display a profile of the bill giving you an opportunity to correct account information. All transactions and bills will be listed for this debtor for verification. Enter your Electronic Signature to make the bill active.

TRANSACTION PROFILE

This option prints all information associated with a single transaction. Use this option to display a summary of the bill number for the transaction, the transaction date, and the type of transaction. At the end of this list, enter the appropriate transaction number and all information for this transaction will be printed.

This option is often used in conjunction with the Profile of Accounts Receivable option. Transactions that appear on that profile are viewed using the Transaction Profile option.

NOTE: This option will not generate a listing for a new bill. New bills must be audited in order to see a profile.

```
Select Agent Cashier Menu <TEST ACCOUNT> Option: TP  Transaction Profile
Select TRANSACTION: K000000  000-K000000     CC URGENT CARE      13-32-20
ARPATIENT, ONE     ACTIVE  $60.00
     1   000-K000000  1111111     000-K000000     13-29-20     INCREASE
ADJUSTMENT
     2   000-K000001  2222222     000-K000001     13-29-20     INCREASE
ADJUSTMENT
CHOOSE 1-2: 1  1111111      000-K000000     13-29-20     INCREASE ADJUSTMENT
Select Agent Cashier Menu <TEST ACCOUNT> Option: BP  Bill Profile

Select (B)ILL or (E)CME#: B// ILL NUMBER
Select BILL: K000000  000-K000000 CC URGENT CARE   13/29/20  ARPATIENT, ONE
ACTIVE
```

***** ACCOUNTS RECEIVABLE BILL PROFILE FOR 000-K000000 *****
_____

Account: ARPATIENT, ONE (333333333)   **DOB: OCT 20, 2010**
  Addr: 609 ANY STREET, HOMETOWN, CO 80000
  Phone: 3333333333

Bill Number: 000-K000000   **Category: CC URGENT CARE**
Date Prepared: JAN 29, 2020   Status: ACTIVE
Date Activated: JAN 29, 2020@01:00:06
Date Status Up: JAN 30, 2020   By:
Resulting From:
        Remark:

Interest Effective Rate Date: JAN 01, 2015   Annual Rate: .01
  Admin Effective Rate Date: JAN 01, 2015   Monthly Rate: 1.87
   Last Int/Admin Charge Date:

+ |% EEOB | Enter ?? for more actions|
BT Bill Transactions   NB Select New Bill   EA Exit Action
Select Action: Next Screen//

***** ACCOUNTS RECEIVABLE BILL PROFILE FOR 000-K000000 *****
_____

Bill Balances   Billed   Paid
     Principal: 60.00   0.00   Original Amt: 0.00
      Interest: 0.00   0.00
Administrative: 0.00   0.00
       Current: 60.00   0.00

Accounting Data   Fiscal Year   Approp Code   Amount
                       20   528714   60.00
Rev Srce Code: 8CCU

Collection Follow up Data
        Letter1:
        Letter2:
        Letter3:
        Letter4:

+ |% EEOB | Enter ?? for more actions|
BT Bill Transactions   NB Select New Bill   EA Exit Action
Select Action: Next Screen//

***** ACCOUNTS RECEIVABLE BILL PROFILE FOR 000-K000000 *****
+
_____
Trans   Date   Type   Amount   Description
User
1111111 01/29/20 INCREASE ADJUS   30.00   SH
2222222 01/29/20 INCREASE ADJUS   30.00   SH

         |% EEOB | Enter ?? for more actions|
BT Bill Transactions   NB Select New Bill   EA Exit Action
Select Action: Quit// BT   Bill Transactions

Bill Transactions Display   Apr 06, 2020@14:19:51   **Page: 1 of   1**
Bill #: 000-K000000   Account: ARPATIENT,ONE(333333333)
Status: ACTIVE   Addr: 609 ANY STREET, HOMETOWN, CO 80000

Trans #	TranDate	Trans Type	Principal	Interest	Admin
	01/29/20	**original amount**	0.00	0.00	0.00
1	**1111111**01/29/20	**increase adjustment**	**30.00**	**0.00**	**0.00**
2	2222222 01/29/20	increase adjustment	30.00	0.00	0.00
			---------	--------	--------
	TOTAL BALANCE FOR BILL		60.00	0.00	0.00

         |% EEOB | Enter ?? for more actions |
BP (Bill Profile)   NB Select New Bill
TP Transaction Profile   EA Exit Action

```
Select Action: Quit//
Select Action: Quit// TP   Transaction Profile
Select Bill:  (1-2): 1


Transaction Profile         Apr 06, 2020@14:20:42    Page:    1 of    2
Bill #: 000-K000000        Account: ARPATIENT, ONE(333333333)
Status: ACTIVE             Addr: 609 ANY STREET, HOMETOWN, CO  80000


Transaction: 1111111                   Type: INCREASE ADJUSTMENT
  TransDate: JAN 29, 2020                           Adjustment: 1
  Processed: JAN 29, 2020@01:00:06       By: GILMORE, HAPPY
  Trans Amt: 30.00

                    Fiscal Year    Principal Amount   FY Trans Amount
                         20             30.00              30.00

Brief Comment:                              Follow-up Date:


Comments:



+          |% EEOB | Enter ?? for more actions |
NT Select New Transaction EA Exit Action
Select Action: Next Screen//

Transaction Profile         Apr 06, 2020@14:21:10    Page:    2 of    2
Bill #: 000-K000000        Account: ARPATIENT, ONE(333333333)
Status: ACTIVE             Addr: 609 ANY STREET, HOMETOWN, CO  80000

Integrated Billing Data
IB Ref #: 4422889977   Outpatient Visit Date: 07/01/19   Charge Amt: 30.00

          |% EEOB | Enter ?? for more actions |
NT Select New Transaction EA Exit Action
Select Action: Quit//
```

ACCOUNT MANAGEMENT

This menu contains the reports and options necessary to facilitate the management of debtor accounts.

ACCOUNT INFORMATION

This option defines comment and patient statement information for each debtor's account.

The "patient statement" prompt defines the level of detail that you would like the patient's statement to be printed. If no level is chosen, the system's default response will be the supervisor's choice for the entire site. See the Statement Parameters option under the Supervisor's AR Menu.

Account Management Menu
Account Information
Address Display/Edit
Bill Comment Log
Billing Address Discrepancy Report
Brief Account Profile
Check Patient Account Balance
Debtor Comment Log
Follow-up Reports
Full Account Profile
List of Patients with Address Unknown (AR)
Remove/Add Comment From Patient Statement
Statement Discrepancy Listing
Transaction History for a Patient
Transaction Patient Statement History

Patient Statement Detail		
BRIEF	EXPANDED	SITE DEFAULT
Prescription number	Prescription Number	Brief/Expanded
Date Filled	Prescribing Physician	Brief/Expanded
	Days Supplied	Brief/Expanded
	Date Filled	Brief/Expanded
	Drug Name	Brief/Expanded
	Quantity	Brief/Expanded

A brief description contains (1) the PRESCRIPTION NUMBERS and (2) the respective DATE each prescription was FILLED. A detailed description will contain (1) the PRESCRIPTION NUMBER, (2) the DRUG NAME, (3) the number of DAYS the prescription will SUPPLY, (4) the prescribing PHYSICIAN, (5) the quantity of the prescription, and (6) the respective DATE each prescription was FILLED.

The comment that can be defined appears when the Brief/Full Account Profile option is used to view the bill. Use this option to enter a note that would be necessary as a reminder every time you viewed their account.

```
Select Account Management Option: ACCOUNT Information

Select AR DEBTOR: ARpatient,one
        ...OK? YES//<ret>   (YES)
PATIENT STATEMENT DETAIL: ?
     CHOOSE FROM:
        0       USE SITE DEFAULT
        1       BRIEF
        2       EXPANDED
PATIENT STATEMENT DETAIL: 2  EXPANDED
COMMENT:
  1>This is just a test comment!
  2><ret>
EDIT Option:<ret>
```

ADDRESS DISPLAY/EDIT

This option defines the mailing address for a given debtor. You may identify patients who need larger print size on their patient statements.

Use this to override the system's address for a debtor. This can be used for defining a mailing address for incompetent veterans, allowing statements to be sent to a separate address.

```
Address Accounts Receivable will use:

     ARpatient,one
     101 TEST ROAD
     ORLANDO, FL 43434
     Phone: 555-555-5555
Large print needed on statements: YES

Address from Patient file:

     101 TEST ROAD
     ORLANDO, FL 43434
     Phone:

Address from AR Debtor file:

     Phone:

STREET ADDRESS #1: 222 TEST Road
STREET ADDRESS #2:<ret>
STREET ADDRESS #3:<ret>
CITY: Orlando
STATE: FLORIDA
ZIP CODE: 43434
PHONE NUMBER: (999)999-9999
LARGE PRINT NEEDED ON STMT: YES//
```

BILL COMMENT LOG

This option applies a comment transaction against a given bill. Comment transactions document a manual event or action taken for a particular bill. Choosing this option will invoke several prompts asking for the date the patient and clerk contacted each other, some comments, and a follow-up date.

Use the follow-up date as a reminder to be printed on the date you select. Some useful examples for these comments are logging activities like phone calls and actions that need to be taken on a future date.

```
Select Account Management Option: BILL Comment Log

Select ACCOUNTS RECEIVABLE BILL NO.: ARpatient,five
        ...OK? YES//<ret>   (YES)
    1     000-K00000    REIMBURS.HEALTH INS. 08-13-92   ARpatient,five
  ACTIVE  $100.00
    2     000-K00000    REIMBURS.HEALTH INS. 09-04-92   ARpatient,five
  INCOMPLETE  $0.00
    3     000-K00000    REIMBURS.HEALTH INS. 09-04-92   ARpatient,five
  PENDING $20.00
    4     000-K00000    REIMBURS.HEALTH INS. 09-04-92   ARpatient,five
  PENDING $0.00
    5     000-K00000    TORT FEASOR          10-12-92   ARpatient,five
WRITE-OFF  $2000.00
    6     000-K00000    TORT FEASOR          10-13-92   ARpatient,five
WRITE-OFF  $1000.00
TYPE '^' TO STOP, OR
CHOOSE 1-6: 1  000-K00000

Date of Contact: OCT 25,1994//<ret>
Brief Comment: TALKED TO INS. COMPANY
COMMENTS:
  1>Called insurance company to inquire about reimbursement. They
  2>will be researching the charges.
  3><ret>
  4>I'll call them in 10 days to follow-up on this.  I will enter a
  5>follow-up date to have the computer to remind me in 10 days.
  EDIT Option:<ret>
Follow-up Date: t+10  (NOV 04, 1994)
========================================================================
BILL NO.:  000-K00000                 ADJUSTMENT AMOUNT:        0.00
ADJUSTMENT DATE:    OCT 25,1994     ADJUSTMENT NO.:

FISCAL YEAR        PAT REF NO.    ADJ.AMOUNT     PRIN.BAL.(ADJUSTED)
 92                000-AB0063                       100.00

Brief Comment: TALKED TO INS. COMPANY            Follow-up Date: 11/04/93

Comments:
Called insurance company to make sure they stay on top of this. We need
our money.  I'll call them in 10 days to follow-up on this.  I will enter
a follow-up date to force the computer to remind me 10 days from now.
========================================================================
Is this correct? NO// y  (YES)
Should the BRIEF COMMENT print on the patient statement? NO//<ret>
```

BILLING ADDRESS DISCREPANCY REPORT

This report generates a list of Debtors whose AR Debtor file address is different from their Primary Residential address. The report provides a side-by-side view of the Debtor's various addresses: the Confidential Address, the AR Debtor Address, the Temporary Address (if populated), the Permanent Address, an indicator of an Unknown AR Address and the Bad Address Indicator.

The user may filter the report by Debtor Name by answering Yes to the Filter By Debtor Name prompt. The example in the screen capture below will generate a list of Debtors whose last names begin with the letter A to the letter D.

NOTE: When using the filter by Debtor Name, ensure the entries for the START WITH NAME and GO TO NAME fields are capitalized.

The report output is tailored for capture to an Excel document due to the amount of space required to provide the side by side data display. Instructions on capturing the output in an Excel format is included on the screen display when running the report.

The following information will be displayed in an up-caret (^) delimited format:

Facility^Debtor^ID No.^Deceased?^Confidential Address^AR Debtor Address^Temporary Address^Permanent Address^Unknown AR Address?^Bad Address Indicator

```
Select Account Management <TEST ACCOUNT> Option: Billing Address
Discrepancy Report

Billing Address Discrepancy Report


Filter By Debtor Name (Y/N)? NO// y  YES
Start with name: FIRST// AAAAA   <- Make sure to Capitalize
Go to name: LAST// DZZZZ         <- Make sure to Capitalize

  To capture as an Excel format, it is recommended that you queue this
  report to a spool device with margins of 256 and page length of 99999
  (e.g. 0;256;99999). This should help avoid wrapping problems.

  Another method would be to set up your terminal to capture the detail
  report data. On some terminals, this can be done by invoking 'Logging'
  or clicking on the 'Tools' menu above, then click on 'Capture Incoming
  Data' to save to Desktop. To avoid undesired wrapping of the data saved
  to the file, change the DISPLAY screen width size to 132 and you can
  enter '0;256;99999' at the 'DEVICE:' prompt.

DEVICE: 0;256;99999
```

BRIEF ACCOUNT PROFILE

This option displays all *outstanding* bills and payments for a given account. Outstanding bills include bills with a status of *Open, Active,* or *Refund Review*. The profile groups bills by their status and includes a total balance of all bills with that status. The option also allows you to view a bill and any of its associated transactions.

This profile is helpful when quickly searching a patient's account for bills and viewing transactions. After viewing the profile, the system will prompt for a transaction that appears on the profile. Simply enter the number of the transaction to view a descriptive profile for that transaction.

Payments that appear in the profile indicate that they are applied to the account but haven't been posted against a bill. Once their respective receipt is approved, those payments will be applied to outstanding bills or a prepayment bill.

```
==================  A c c o u n t   P r o f i l e   ==================

ARpatient,one    (000-11-1111)                        Statement Day: 8
101 TEST  ROAD                                        Last Statement: N/A
ORLANDO, FL  43434                                      Amount Owed: 1.00
Phone #: N/A                                    RX Copay Exempt: NO

#   Bill #     Est       Type     Paid  Prin      Int    Adm    Balance
------------------------------- PAYMENTS (-1.00) -----------------------
*   CHECK002-1           PAYMENT  -1.00   0.00    0.00   0.00   -1.00
-------------------------------- OPEN (2.00) --------------------------
1   K00000  10/22/93   RX CO-P  48.00   2.00    0.00   0.00    2.00

Select 1-1: 1

==================  A c c o u n t   P r o f i l e   ==================

ARpatient,one    (000-11-1111)                        Statement Day: 8
101 TEST  ROAD                                        Last Statement: N/A
ORLANDO, FL  43434                                      Amount Owed: 1.00
Phone #: N/A                                    RX Copay Exempt: YES
Bill #: 000-K00000

#     Tr #    Type                              Date        Amount
----------------------------------------------------------------------
            Original Amount                   10/22/93       0.00
1     1202    INCREASE ADJUSTMENT             10/22/93      50.00
2     1205    PAYMENT (IN PART)               10/22/93      15.00
3     1206    PAYMENT (IN PART)               10/22/93      20.00
4     1207    PAYMENT (IN PART)               10/22/93       3.00
5     1208    PAYMENT (IN PART)               10/22/93      10.00
                                                          ------
                                                       $  2.00
```

```
Select 1-5 or 'P' to Print:
```

> NOTE: All bills are characterized by their status. Also, note the asterisk beside the payment in the profile of the account (top). This indicates that the payment has not been posted. Once posted against an active bill, this transaction will appear under the profile of that bill.

CHECK PATIENT ACCOUNT BALANCE

This option will check a given patient's account and display information regarding the printout of the patient's statement.

Use this option as a tool to fix balance discrepancies. A balance discrepancy occurs if an account's balance does not equal the balance calculated for the same account's patient statement. Since there are transactions that occur against an account that do not always appear on the patient's statement, i.e., invalid transactions, the balance for the statement is calculated differently than the balance for the entire account. Theoretically, the balances should be equivalent; occasionally, however, there are "valid transactions" that are marked "invalid" for the patient statement that should not be, and vice versa. This affects the calculation for each balance.

Use this option to review a patient's statement before it prints; however, the statement can only be printed to a printer.

```
Select Account Management Option: CHECK Patient Account Balance
Select Patient: ARpatient,one

ARpatient,one   (D1111)   ACCOUNT BALANCE DISCREPANCY REPORT
   STATEMENT DAY: 8                        25-OCT-9312:37 AM    PAGE 1
========================================================================

This account is out-of-balance!

Patient Statement Check:

The balance of the outstanding AR bills is:       $      2.00
The Patient Statement balance (*amount due) is:   $     22.00
The difference between these two balances is:     $    -20.00

The *amount due balance on the Patient Statement contains:
Previous Statement balance of $0.00
                     + New activity $22.00

Please create the appropriate transactions to get the overall account
balance to equal the Patient Statement balance. Then review all bills to
ensure the patient is being billed accurately.

Print example of patient statement? NO
```

DEBTOR COMMENT LOG

This option applies a comment transaction against a given debtor. Comment transactions document a manual event or action taken for a particular debtor. Choosing this option will invoke several prompts asking for the date the patient and clerk contacted each other, some comments, and a follow-up date.

Use the follow-up date as a reminder to be printed on the date you select. Some useful examples for these comments are logging activities like phone calls and actions that need to be taken on a future date.

```
Select Account Management Option: DEBtor Comment Log
Select AR DEBTOR: ARpatient,one
        ...OK? YES//<ret>    (YES)
...OK, reference number assigned: 000-74-0

Date of Contact: OCT 25,1994//<ret>
Brief Comment: CALLED HIM TODAY
COMMENT:
  1>He's late on his payments for his account. I'll call him
  2>again two days from now.
  3><ret>
EDIT Option:<ret>
Follow-up Date: t+2   (OCT 27, 1994)

DEBTOR FOLLOW-UP LIST                      OCT 25,1994  00:40    PAGE 1
Date of                             Follow-up
Contact     Brief Comment           Date      Debtor            Entered By
-----------------------------------------------------------------------

10/25/93   CALLED HIM TODAY         10/27/93  ARpatient,one      TWO,TEST
                                                                 000-11-1111
       He's late on his payments for his account. I'll call him
 again two days from now.

Is this OK? YES//<ret>
```

FOLLOW-UP REPORTS

This option will print a report of the follow-up transactions for bills and follow-up actions for a debtor. See the Debtor Comment Log and Bill Comment Log options. The report will prompt the user for date range; any comment "flagged" for follow-up within the date range will display on the report.

```
DEBTOR FOLLOW-UP LIST                      OCT 25,1994  00:43    PAGE 1
Date of                             Follow-up
Contact     Brief Comment           Date      Debtor            Entered By
-----------------------------------------------------------------------
```

```
10/11/93    TEST                          10/11/93    ARpatient,one    TWO,TEST
                                                      000-11-1111
            TEST COMMENT


DEBTOR FOLLOW-UP LIST                          OCT 25,1994  00:43    PAGE 2
Date of                                  Follow-up
Contact     Brief Comment                      Date      Debtor       Entered By
-----------------------------------------------------------------------------


10/20/93    test comments                 10/27/93    ARpatient,one    TWO,TEST
                                                      000-11-1111

            CALL HIM NEXT MONDAY!!
```

FULL ACCOUNT PROFILE

This option displays all *non-outstanding* and *outstanding* bills and payments for a given account. This means bills with any status. The profile groups bills by their status and includes a total balance of all bills with that status. The option also allows you to view a bill and any of its associated transactions.

This profile is helpful when quickly searching a patient's account for bills and viewing transactions. After viewing the profile, the system will prompt for a transaction that appears on the profile. Simply enter the number of the transaction and view a descriptive profile for that transaction.

Payments that appear in the profile indicate that they are applied to the account but haven't been posted against a bill. Once their respective receipt is approved, those payments will be applied to outstanding bills or a prepayment bill.

```
===============   A c c o u n t   P r o f i l e   =================

ARpatient,one     (000-11-1111)                 Statement Day: 8
101 TEST  ROAD                                  Last Statement: N/A
ORLANDO, FL  43434                                Amount Owed: 2.00
Phone #: N/A                                  RX Copay Exempt: YES

#   Bill #         Est        Type     Paid    Prin    Int    Adm    Balance
------------------------- COLLECTED/CLOSED (0.00) --------------------
1   000-K00000   08/31/92   RX CO-P   54.50   0.00   0.00   0.00   0.00
2   000-AA0000   09/01/92   RX CO-P   68.00   0.00   0.00   0.00   0.00
3   000-K00000   07/21/93   RX CO-P   2.00    0.00   0.00   0.00   0.00
------------------------- CANCELLATION (0.00) ---------------------
4   000-K00000   11/18/92   PREPAYM   0.00   -0.00   0.00   0.00  -0.00
------------------------------ OPEN (2.00) --------------------------
5   000-K00000   10/22/93   RX CO-P   48.00   2.00   0.00   0.00   2.00
------------------------- REFUNDED (0.00) -----------------------
6   000-K00000   08/20/92   PREPAYM   0.00   -0.00   0.00   0.00  -0.00
7   000-K00000   12/15/92   PREPAYM   0.00   -0.00   0.00   0.00  -0.00
8   000-K00000   12/17/92   PREPAYM   0.00   -0.00   0.00   0.00  -0.00
------------------------- BILL INCOMPLETE (0.00) --------------------

Select 1-8 or return to continue: 2
```

```
===============   A c c o u n t   P r o f i l e   =================
ARpatient,one    (000-11-1111)                  Statement Day: 8
101 TEST  ROAD                                 Last Statement: N/A
ORLANDO, FL  43434                               Amount Owed: 2.00
Phone #: N/A                              RX Copay Exempt: NO
Bill #: 000-AA0015

#       Tr #      Type                         Date        Amount
--------------------------------------------------------------------
                  Original Amount              09/01/92      0.00
1       65        INCREASE ADJUSTMENT          09/01/92      4.50
2       66        INCREASE ADJUSTMENT          07/01/92     50.00
3       67        INCREASE ADJUSTMENT          06/05/92     44.50
4       87        PAYMENT (IN PART)            09/03/92      3.00
5       195       PAYMENT (IN PART)            11/12/92     45.00
6       208       INCREASE ADJUSTMENT          12/01/92      2.00
7(I)    209       PAYMENT (IN PART)            12/01/92     10.00
8       218       DECREASE ADJUSTMENT          12/03/92      2.00
9       234       DECREASE ADJUSTMENT          12/22/92      0.01

Select 1-9 or 'P' to Print or return to continue:
```

MARK/UNMARK INVALID TRANSACTIONS

This option will allow or disallow a bill's transactions to appear on a patient statement or affect an account balance. Each transaction has a property that determines whether or not it will affect an account. For instance, if a transaction appears on a patient statement, then the transaction is "marked" to appear. Choosing this option would then unmark the transaction and vice versa. This is often used as a tool for correcting actions that would jeopardize the integrity of account balances. For instance, this tool is the only mechanism for correcting payments made with a "bounced" check. One stipulation for using this option is once a patient statement has printed, the software will not allow you to mark/unmark any transactions. This will prevent any balance discrepancies.

```
Select Account Management Option: MARK/Unmark Invalid Transaction
Select Patient : ARpatient,five
        ...OK? YES//<ret>   (YES)

** There is a balance DISCREPANCY in this account. **

Select AR TRANSACTION NUMBER: 435    000-K00000    12-30-92    INCREASE
 ADJUSTMENT       CALM CODE: NOT DONE
Are you sure you want to mark this transaction
as invalid for patient statement? NO// YES
TRANSACTION MARKED INVALID FOR PATIENT STATEMENT
```

STATEMENT DISCREPANCY LISTING

This option will list all the AR Debtors whose accounts do not balance. Use this option to generate a list of debtors who are not receiving statements because of balance discrepancies.

```
ACCOUNT BALANCE DISCREPANCY LISTING           OCT 25,1994  00:54    PAGE 1
                                         LAST
DEBTOR                SSN          DAY  STATEMENT
----------------------------------------------------------------------

ARpatient,one         000-11-1111  14  N/A
ARpatient,two         000-11-1111   4  N/A
ARpatient,three       000-11-1111   8  N/A
ARpatient,four        000-11-1111  14  N/A
ARpatient,five        000-11-1111   9  N/A
ARpatient,six         000-11-1111  18  N/A
ARpatient,seven       000-11-1111   5  N/A
ARpatient,eight       000-11-1111   4  N/A
ARpatient,nine        000-11-1111  13  N/A
```

TRANSACTION HISTORY FOR A PATIENT

This option prints a report of all transactions or a single transaction that has occurred for a given debtor within a given date range.

Use this option to assist in solving balance discrepancies, as well as answering patient questions about their account. The system will prompt for a patient name, a date range, and the type of transaction that you wish to search. You may select ALL to search for all types of transactions.

The report displays the date that the transaction occurred, the type of transaction (and whether it was an increase or decrease adjustment), the bill number for the transaction, and the transaction amount.

```
SELECT ACCOUNT MANAGEMENT <TEST ACCOUNT> OPTION: TRANSACTION HISTORY FOR A
PATIENT
SELECT PATIENT : ARPATIENT, ONE
      SEARCHING FOR A PATIENT, (POINTED-TO BY DEBTOR)
ARPATIENT, ONE   13-8-34   333333333    NO    NSC VETERAN    CD
 ENROLLMENT PRIORITY: GROUP 8C   CATEGORY: ENROLLED    END DATE:
        ...OK? YES//   (YES)
HISTORY BEGINNING:  NOV 30, 2018//
HISTORY ENDING:  (NOV 30, 2018-APR 07, 2020): APR 07, 2020//
TRANSACTION TYPE: ALL//
DEVICE: HOME//   HOME  (CRT)


                 PATIENT TRANSACTION HISTORY REPORT        PAGE 1
                 -----------------------------------
                 FOR PATIENT: ARPATIENT, ONE
                       SSN : 333333333
                 FOR DATES: NOV 29, 2018-APR 07, 2020
   DATE          ACTIVITY               BILL #          AMOUNT
```

```
-------------------------------------------------------------------
NOV 30, 2018     INCREASE ADJUSTMENT    000-K000001      15.00
                 C (MEANS TEST)
                 OUTPATIENT CARE(NSC)
FEB 15, 2019     INCREASE ADJUSTMENT    000-K000002      15.00
                 CC OPT
MAY 14, 2019     INCREASE ADJUSTMENT    000-K000003       8.00
                 CC RX CO-PAYMENT
MAY 20, 2019     DECREASE ADJUSTMENT    000-K000004       8.00
                 CC RX CO-PAYMENT
JUN 19, 2019     DECREASE ADJUSTMENT    000-K000005      10.00
                 CC OPT
JUN 19, 2019     INCREASE ADJUSTMENT    000-K000006       5.00
                 CC OPT
JUL 03, 2019     INCREASE ADJUSTMENT    000-K000007      30.00
                 CC URGENT CARE
Jul 08, 2019   DECREASE ADJUSTMENT   000-K000008      10.00
                 CC URGENT CARE
```

AGENT CASHIER MENU

The Agent Cashiers Menu contains options necessary to manage the collection of debts from hospital patients. See the Agent Cashier section of the User Manual.

FMS UTILITIES MENU

The FMS Utilities Menu contains options necessary to manage FMS documents. See the Accounting Technicians section of the User's Manual.

FORWARD IRS OFFSETS TO AUSTIN

This option forwards IRS offset data to Austin, where it is collected for transmission to the IRS. The data includes names of debtors and their balances that are delinquent and have not responded to the debt notices.

Although the procedure to forward IRS offset information is automated, this option allows manual preparation and transmission to Austin. The automated process requires supervisors to define parameters.

This option can be run only during the following time frames:

Type of Update	Transmission Time
Master IRS Record	November 22nd through December 5th
(Monthly) Update	Every Wednesday from June through Sept

```
Select Clerk's AR Menu Option: FORWARD IRS OFFSETs to Austin

Enter your Signature Code:<electronic sig>    SIGNATURE VERIFIED

WARNING: Generation of IRS MASTER code sheets is only valid during
11/22 - 12/05 (Creation of MASTER IRS record)
Generation of IRS WEEKLY code sheets is only valid from January thru
August.
Requested Start Time: NOW//<ret>  (OCT 25, 1994@00:58:43)
```

REFUND REVIEW AND APPROVE

This option allows you to refund a debtor's credit balance. If the status of the bill is Refund Review, you may approve the refund by entering your Electronic Signature Code. You will be prompted, upon sign-on to the Clerk's AR menu, that there are refunds due. To get a detailed listing of the bills to be refunded, run the Status Listing For Bills option. When two electronic signatures have been entered for the refund (AR Clerk and Certifying Officer), an Overpayment FMS document is automatically sent to Austin where the check is then issued from. A new prompt has been added to allow the first signature user the ability to change the amount but the status will cannot be changed without two signatures. If it remains in refund review, it will create a discrepancy. Again, to change the bill to either refunded status or cancellation status, there must be two signatures on the bill. If a request for a refund of a credit balance is made before this request is automatically processed through the AR system, the PRCAY PAYMENT SUP security key may change the Open Pre-Payment bill from the Open status to the status of the Review.

```
Select Clerk's AR Menu Option: REFUND Review and Approve
Select ACCOUNTS RECEIVABLE BILL NO.: K00000  000-K00000      PREPAYMENT
07-14-93   ARpatient,oneREFUND REVIEW  $22.00
Do you want to review the prepayment bill at this time? NO
Do you want to make any adjustments to the refund amount now? n   NO
Do you want to approve the refund at this time? YES
This refund must first be approved by the refunder.
If you sign as the 'Refunded By' person, you CANNOT
sign as the Certifying Officer.

Sign as the 'REFUNDED BY' person? YES
Enter Electronic Signature Code:<electronic sig>     <Signature verified>
 <APPROVED BY REFUNDER>
Building FMS Overpayment Document. Please hold...
FMS document, # 5208, built and queued for transmission.
*** AUDITED AND RELEASED ***
```